

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
OFFICE OF THE MEDICAL DIRECTOR**

**VACANCY ANNOUNCEMENT
MENTAL HEALTH SERVICES COORDINATOR I**

A TRANSFER OR PROMOTIONAL OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH**

Office of The Medical Director seeks a qualified individual to work in the Patients' Rights Office to provide advocate support to consumers within the Department of Mental Health. The Patients' Rights Office was created in response to California legislation requiring each county mental health director to appoint patients' rights advocates to protect and further the Constitutional and statutory rights of mental health care recipients. The Advocate must be willing to travel to facilities located throughout Los Angeles County.

EXAMPLES OF DUTIES:

- Advocates for the needs and rights of mental health consumers.
- Represents mental health consumers at Probable Cause hearings.
- Prepares consumers position and testimony by interviewing consumer, interviewing facility staff and reviewing consumer's medical records.
- Investigates and resolves complaints from mental health consumers, patients and public related to mental health by interviewing staff, consumer, interested parties, and reviewing client records and documentation.
- Prepares written response detailing the investigation of the complaint, the facts and the outcome.
- Functions as the primary liaison for minor's rights, reviewing facilities and IMDs, representing the Patients' Rights Office for minors.
- Ensures that statutes and regulations are observed in hospital facilities and agencies where mental health consumers receive services.
- Serve as "on duty" patients' rights advocate, providing telephone coverage during working hours for handling complaints and responding to inquiries from consumers, their families, mental health providers and the general public.

DESIRABLE QUALIFICATIONS:

- Candidate should have effective verbal and written communication skills;
- Be able to prioritize assignments and meet deadlines;
- Be flexible with work assignments and schedule
- Be able to work independently and as a team player;
- Proficiency in using Microsoft Word.

Interested Individuals currently holding the title of Mental Health Services Coordinator I or are reachable on the eligibility list are encouraged to send a detailed resume, letter of interest, last two Performance Evaluations and last two years of master time records no later than 5:00 PM on **Tuesday, November 15, 2016.**

Sidra Corbin or David Crain
Email: SCorbin@dmh.lacounty.gov, DCrain@dmh.lacounty.gov or Fax: (213) 252-8771

AN EQUAL OPPORTUNITY EMPLOYER